

HAMLINE UNIVERSITY Return of Financial Aid Policy

Change in enrollment status

A student that withdraws or decreases enrollment status may receive a decrease in the institutional charges. (See withdraw charges policy from Student Accounts Office)

Return of financial aid

The date on record of a student's withdrawal or leave is calculated based on when the student officially notifies Hamline of the withdrawal or leave. However, the withdrawal from all your classes prior to the term census date (generally after the first 10 days of the semester, or a rolling census date in the case of short/modular courses) will necessitate the return of all of your financial aid. However, if a student is able to document class attendance for each course prior to the term census date, the last date of attendance may be used. The documentation must be completed within 7 days of the withdrawal date to be considered.

At any point that a student receives a 100% refund of tuition; all state, institutional and private sources of aid will be returned.

If a student changes enrollment status after census day, the financial aid package may be adjusted to reflect the eligible available aid at the new enrollment level.

Federal (Title IV) refund policy:

Students that receive federal aid who cease enrollment after a term starts and before completing 60% of the term will need to return a portion of their federal aid. The percentage of federal aid returned is determined from a calculation using the effective withdrawal or leave date on record and number of days in the period of enrollment.

The federal refund calculation and return of federal aid may also need to be completed for any withdrawn or dropped *courses* within the term, if the student is enrolled in a term which has at least one class that is offered in modules or short classes that do not extend the entire term.

State refund policy:

Students that receive state aid who cease enrollment prior to census date will have all their state aid returned. If a student ceases attendance after the census date and before completing 60% of the term they will need to return a portion of their state aid. The percentage of state aid returned is determined from a calculation using the effective withdrawal or leave date along with other considerations such as percentage of award funded by state funds, payment on accounts, and amount refunded to federal programs.

Institutional refund Policy:

Students who receive merit and/or need based institutional grants and scholarships who cease enrollment prior to the census date will have all of their institutional aid returned. If they cease attendance after the census date, the aid is reduced by the same percent as the student's tuition is reduced.

